



SUPERIOR COURT OF CALIFORNIA COUNTY OF MERCED

JOB ANNOUNCEMENT #13-08

COURT PROCESSING CLERK I/II OPEN RECRUITMENT

- Salary Range:** Court Processing Clerk I \$1014.40 biweekly to \$1232.80 biweekly (\$2197.87 to \$2671.07 monthly equivalent)
- Court Processing Clerk II \$1118.40 biweekly to \$1360.80 biweekly (\$2423.20 to \$2948.40 monthly equivalent)
- Filing Deadline:** **June 19, 2013 4:30 p.m. (actual receipt)**
- Submit:** All applications for employment must be made on an official application form and must be filed with Human Resources on or prior to the closing date and time for receipt of applications. A resume may be included with the application as supplemental information, but will not be accepted in lieu of an official application. All information on the application must be completed – “see resume or see attached” is not acceptable. Faxed applications will not be accepted.
- Selection Process:** Applications will be accepted on a continuous basis until a sufficient number are received at which time the recruitment will be closed. In order to insure proper evaluation of employment qualifications, it is suggested that applicants read the directions carefully and fill out the application COMPLETELY. Those applicants meeting the minimum qualifications and possessing the most relevant experience as shown on the application may be invited for an interview. Because of the continuous acceptance of applications for this recruitment, an Oral Appraisal Panel is not required and screening of applications will be done by Human Resources who will determine the most qualified to be referred for interviews.
- Job Summary:** Under general supervision, performs a full range of specialized clerical duties in support of court operations.
- Education/Experience:** Court Processing Clerk I
Educational level equivalent to a high school diploma or GED. Two (2) years of progressively responsible clerical work and typing experience. Education in legal field (ex: paralegal) may be substituted for up to one (1) year of clerical experience. One (1) year of actual experience as a Court Intern at the Merced Superior Court will meet the experience requirement for Court Processing Clerk I.
- Clerical work which required use of legal terminology, computer data entry, court accounting maintenance, understanding of court procedures and extensive direct public contact, is preferred.
- Court Processing Clerk II
Educational level equivalent to a high school diploma or GED and one (1) year of progressively responsible work as a Court Processing Clerk I or equivalent title from another court. Proven successful proficiency in at least two (2) different assignment areas of the court system is preferred.
- Essential Functions:** Court Processing Clerk I
Read and understand statutes and instructions related to court proceedings. Follow verbal and written directions and use correct legal terminology. Operation of computer with WordPerfect, and/or Word. Excel knowledge depending on the division. New computer

programs may be required as technology changes or advances. Effective communication skills - verbal and written - in person, over the telephone and in writing with public, attorneys, co-workers, supervisors, managers, commissioners and judges. Knowledge of correct English usage, vocabulary, spelling and punctuation as well as use of legible handwriting. Prepare clear, concise records and reports that are legible with attention to detail. Prepare and/or process various legal documents including court orders and warrants. Perform basic financial and statistical record keeping with correct basic arithmetic processes and simple accounting procedures. Knowledge of SAP Financial software to include Accounts Receivable and Accounts Payable required for Central Accounting/Finance positions. Possess excellent organizational skills with ability to prioritize work. Possess excellent telephone skills. Maintain confidential information in accordance with legal standards and/or other regulations. Be dependable, punctual and have good attendance. Establish and maintain effective working relationships with the public, co-workers, supervisors, judges, commissioners, independent contractors and other management. Work effectively with and assist individuals of various ages and diverse cultural backgrounds. Deal tactfully and courteously with the public and legal representatives in providing information about court functions and proceedings. Must work well under pressure, meeting multiple and sometimes conflicting deadlines. Effective for New Hires beginning 4/2/03 - Valid California Driver's License or self-arranged transportation between courts, storage facility, etc., if required. Driver must have acceptable driving record. Must successfully complete fingerprinting and Criminal Record Background Check.

Court Processing Clerk II

In addition to above:

Perform difficult detailed court clerical work which involves a high degree of independent judgment and includes analyzing data, interpreting directions, procedures and regulations and developing appropriate responses. Assign work and monitor office workflow, when directed.

Desired Knowledge:

Court Processing Clerk I

Court process and court procedures. Legal terminology. Operation, balancing and closing of cash register or cash drawer. Deposits and reconciliation procedures desired for Central Accounting/Finance positions. Operation and basic troubleshooting of office equipment including but not limited to: printers, photocopier, cash register, calculator, typewriter, multi-function telephone, scanner, 10-key, microfiche, power files, file stamp.

Court Processing Clerk II

In addition to above:

Preparation and maintenance of court calendars.

General Duties:

Court Processing Clerk I

May assist Courtroom Clerks with paperwork. May assist defendants with paperwork and procedures in Courtroom, if needed. Receives and examines legal documents for accuracy, completeness, and conformity to requirements; returns unacceptable documents; affixes seals and stamps to endorse, certify, and/or file documents. Prepares clear, concise records and reports. Keeps records for judicial statistics. Prepares and maintains documents and exhibits; files legal documents and related case materials; retrieves and delivers files and documents to court or appropriate parties. Organize evidence room and maintain log. Perform computer and archive searches, as necessary. File and maintain court records. Rotate files in cabinets, as needed. Provides information regarding court procedures; answers inquiries and explains legal filing processes; explains fees and fines; assists individuals in locating information at the counter and/or by telephone or mail. Assistance may require research on case status and use of microfiche and photocopier. Responds appropriately to various situations. Retrieve from and return files to the storage warehouse. Verifies, enters, retrieves, corrects and updates information in manual or automated record keeping system (ex: dispositions, citations, etc.). At the direction of a judge, prepares and issues legal orders such as warrants, writs, orders, subpoenas, abstracts, and other official documents on behalf of the court; recalls warrants, exonerates bail, prepares judgments, and dismisses or seals cases in accordance with established codes and court procedures. Follows instructions from judges, conferring with supervisor when necessary. Prepares a variety of documents related to court operations including minute orders, court calendars, docket entries, notices of

hearings, court appearances, continuances, or petitions; coordinates the flow of documents necessary for court assignments. Collects and records fines and fees; makes appropriate journal entries; issues receipts and balances cash drawers. Performs basic financial and statistical record keeping. Sends adjustment transmittals to Revenue and Reimbursement and Central Accounting, when appropriate. Performs duties in support of jury activities such as drawing jury pools, qualifying jurors, impaneling juries, and keeping records on juror compensation. Sets traffic court trials, school dates and continuances. Check DMV records and make corrections, as needed. Receives and distributes mail and faxes. Picks up and delivers mail from County Administration and other courts. Eligible for mileage reimbursement if private vehicle used. Communicates effectively with others in person, over the telephone and in writing. Maintains confidential information in accordance with legal standards and/or court regulations. Operates and maintains various office equipment and machines (including, but not limited to, personal computer, printers, photocopier, cash register, calculator, typewriter, multifunction telephone, scanner, 10 key, microfiche, power files and file stamp). Uses modern office methods and practices, including filing systems, business correspondence and reception techniques. Trains on all Court Processing desks, if directed by supervisor. Maintains professional demeanor as defined in the Court Code of Ethics and professional appearance. Follow Court Rules and Regulations, Safety Procedures, Court Code of Ethics and the Court Harassment Prevention Policy. Must work well under pressure, meeting multiple and sometimes conflicting deadlines. Follow verbal and written directions. Must, at all times, demonstrate cooperative behavior with co-workers, and management. Must deal tactfully and courteously with the public and legal representatives in providing information about court functions and proceedings. Attend training as offered and/or directed. Travel to off-site courts, as needed. Other duties as assigned

Court Processing Clerk II

In addition to above:

In the absence of the Supervising Court Clerk and/or a Senior Court Processing Clerk, may be directed to assist the work of others engaged in clerical activity associated with processing and recording official documents. Performs more difficult and complex duties assigned to the division including receiving, examining and processing a variety of legal documents (ex: relating to civil, criminal, traffic, small claims, juvenile, probate, etc.). Ensures work is completed in accordance with legal and operational procedures. Reviews and implements new work methods and procedures. May be required to perform Courtroom Clerk duties temporarily for training, emergency or on an as needed basis. In the event of desk rotation, will assist in training incumbent to desk.

Apply:

Applications may be obtained from and submitted to:

Merced Superior Court
Human Resources
627 W. 21st St., Room 20
Merced, CA 95340
(209) 725-4103

Posted 06/03/13

Merced Superior Court is an Equal Opportunity Employer